

Trustees of Lunenburg Public Library
December 20, 2012
Meeting called to order at 6:50 pm

Attending: Robin Venezia, Lisa Krowitz, John Mara, Kathy Murray, Dick Mailloux, Lars Widstrand, Martha Moore, Brian Laffond
(Finance Committee Member), Absent: Jeanne Raboin

Public comment – None

Approval of Minutes

- Dick Mailloux made a motion to approve the September 20, 2012 LPL Trustee minutes as presented; 2nd by John Mara; unanimous approval by all present, except John Mara and Lars Widstrand since absent on 9/20/12.
- Dick Mailloux made a motion to approve and release to the public the September 20, 2012 LPL Trustee Executive meeting minutes as presented; 2nd by Robin Venezia; unanimous approval by all present, except John Mara and Lars Widstrand since absent on 9/20/12.
- Dick Mailloux made a motion to approve the October 10, 2012 LPL Trustee minutes as presented; seconded by Robin Venezia; unanimous approval by all in attendance, except Kathy Murray since she was absent from this meeting.
- Dick Mailloux made a motion to approve the November 15, 2012 LPL Trustee minutes as amended; seconded by Kathy Murray; unanimous approval by all in attendance, except John Mara since he was absent from this meeting.
- The approval of the October 18, 2012 minutes was tabled until the next meeting.

Director's Report

- Staffing:
 - Hired Jack Pike as the new Jr. Library Assistant.
 - The Technical Service Librarian posting was sent to the CAFO 2 ½ weeks, but the posting has not occurred.
 - Coverage is difficult due to lack of staffing especially with the resignation of the previous Technical Services Librarian; however, the staff has been flexible by increasing hours to help cover the shortage.
 - Several staff members have been attending training over the past month: E-book.
 - Martha met with the staff on an individual basis to gather information on their skills, responsibilities, and goals.
 - Martha is trying to expand the library's E-books, E-book services, and improve the library's website.
- Financials: No update, report delayed from the Town
- Bldg/Facilities: The Capital Planning was submitted. Martha will work on obtaining quotes for painting the exterior of the LPL and will work with the DPW to fix some broken siding.
- Technology:
 - Martha met with the new Town IT Manager about the technology needs for the library. He agrees that the library needs an interactive website, which can be updated on a daily basis versus an informational website.
 - Martha will be taking an inventory of all the library computers. She would like to put the newest computers at the circulation desk to accommodate the new Evergreen software.
- Misc:
 - MIIA Inspection occurred. There were 2 issues for the library: 1) outlet covers needed in the Children's area 2) Inspection Sticker needs to be posted near the boiler. Martha is working on resolving these issues.
 - Lars took photographs at several of the library programs (Teen Book Club, Ornament activity, and Lego Club). He asked the individuals and parents of minors if he could take and use the pictures for the library.

Sub-Committee Meetings

- The LBOT Finance subcommittee will meet with Martha on January 3rd to update her on the LPL budget process.
- Robin will setup a meeting of the Policy subcommittee for January.

Old Business

- The discussion on the LPL Garden and Water feature was tabled.

Lars Widstrand made a motion to end the meeting at 8:45 pm; 2nd by Kathy Murray; unanimous approval by all in attendance.

Respectfully submitted,
Lisa Krowitz
Secretary, Trustees of Lunenburg Public Library